

CALS Appointed Professional & Classified Staff Merit Process FY 2019

CHARGE: Provide a recommended merit salary increase process to recognize exceptional AP and Staff performance across all CALS units at all budget management levels. Must have concurrence among all our appointed administrators and the CALS Appointed Professionals and Staff Councils.

MEMBERS: Robert Lanza (CALS Classified Staff Council Chair), Brian Berrellez (Appointed Professionals Council Co-Chair 2017-2019), Susan McGinley (Appointed Professionals Council Co-Chair 2016-2018), and moderated by Heather Roberts-Wrenn

Feedback provided by: Office of the General Council and Associate Dean Jeffrey Ratje

RECOMMENDED PROCESS:

1. Per University policy (referenced in both UHAP and Staff Manual) as well as college policy, Performance Appraisals (e.g., Career Conversations, reviews, evaluations) must occur on an annual basis. We recommend they occur shortly before the merit increase process begins, because they will be used for the determination of meritorious performance.
2. College funding for AP & Staff merit increases will be distributed proportionally to each unit based on the unit's current operational base budget salaries (allocated funds) of all AP & Staff members as of the beginning of the Fiscal Year.
 - a) Employees partially or fully funded from non-allocated funds (a.k.a. soft funding), such as sponsored research, should have the same opportunity to receive a salary adjustment for their meritorious performance as any other employee. Type of funding should not preclude an employee from being recognized. It is the responsibility of soft-funding managers to plan for these salary adjustments on an annual basis, and compensation increases should be included in any new proposals.
 - b) Any unused distribution will remain in the college budget for redeployment.
3. Unit leaders have the ultimate responsibility to allocate funds in an equitable and documented manner based on an evaluation of meritorious performance of all employees in their unit.
4. Unit leaders will finalize the merit salary adjustments and prepare notifications to those AP and staff members receiving a salary increase of the amount of said increase.
 - a) The total amount of the salary increase will be clearly outlined in the salary notification between three components: merit, market, or equity.
 - b) Upon inquiry, the delivering supervisor or Unit Head must explain the rationale why the individual received, or did not receive, a merit increase. If an employee is receiving a merit increase, their performance appraisal should indicate that the employee has performed meritoriously.

GUIDANCE:

1. The minimum merit increase must be \$500 OR 1% of base salary, whichever is greater. This ensures that meaningful adjustments are given.
2. Merit increases should be primarily based on the degree that the employee exceeds expectations in relation to their job duties.
3. Evaluation of merit must include, but is not limited to, the employee's Annual Performance Appraisal.